

**Survey of Expenditures by Revenue Source for Human Service Programs**  
**For Year Ended December 31, 2003**  
**Instructions and Definitions**

The attached survey was developed to capture total gross expenditures by revenue source for all human service programs for costs incurred and revenues applied on an accrual basis in CY 2003. The purpose of the survey is to collect information on total costs, not on costs per individual. The only target groups that are not included in this survey and for which expenditures and revenues should NOT be reported are W-2 operations, Child Support operations, Public Health operations, County Operated Nursing Homes, and County operated ICF-MR's. In addition, expenditures and revenues for Family Care CMO's are NOT included because this information is readily available from other sources.

The survey collects information on costs for Juvenile Court Intake, so if this function is not part of your human service/social service agency, we ask that you obtain this information from the court in your county and include it on your report. Also include costs and revenues for services operated by your department such as Personal Care, CBRF's, Outpatient Clinic, Sheltered Workshop, psychiatric hospital, and nursing home IMD.

The survey tool was developed based on the current 942/943 and DHFS-875 forms and instructions. However, a number of changes and clarifications have been made to the existing definitions of each Target Group, so please read these revised definitions carefully before completing the survey. In addition, a number of new Target Groups have been added to allow us to capture data for all human service programs.

The survey tool further breaks down Target Groups to capture expenditures for adults separate from children in Developmental Disabilities (DD), Mental Health (MH), Alcohol and Other Drug Abuse (AODA) and Physical Disabilities (PD). In this survey, Adults are defined as age 18 and over, and Children are defined as under age 18 in all of these Target Groups. Expenditures should be reported only once (i.e., do not report the same mental health expenditures for a child in out of home care under both Mental Health-Children and Children and Family Services). If services are provided to a family, the expenditures should be reported under the Target Group for the primary recipient of services.

The current 942/943 does not capture expenditures by source of revenue. The DHFS-875 does capture this information, but the categories for reporting sources of revenue are changed from the DHFS-875, so please refer to the definition for each revenue source.

The survey is intended to capture total expenditures for human services programs including costs your county incurs for providing the services and the administrative costs related to providing human services. Total expenditures reported on the survey should include both direct costs and allocated costs. Total expenditures reported on the survey

should include Administrative Management Support and Overhead (AMSO) and Indirect Costs. These costs should be allocated by program area.

This survey does not ask you to report by Standard Program Cluster (SPC). However, the Visions Workgroup will review current definitions for SPC and determine if you will be required to continue to report by SPC on the regular 942/943 reports in the future.

**Survey of 2001 & 2002 Expenditures:** Follow the same instructions for completing 2001 & 2002 survey forms, but Target Group information is not required on these forms. Exceptions for 2001 & 2002 are noted in the instructions.

## **TARGET GROUP DEFINITIONS**

### Developmental Disability

#### Family Member/Other of DD Client

Expenditures related to adults and children who are served in programs directed at the assessment and supports that permit community participation of a person with a developmental disability (and its effects) including disabilities attributable to cerebral palsy, epilepsy, autism, mental retardation, or another neurological condition closely related to mental retardation, or requiring treatment similar to that required for mental retardation, which has continued, or can be expected to continue, indefinitely and constitutes a substantial handicap. Includes expenditures related to persons with a disability attributable to brain injury if the individual is receiving services under a CIP waiver. Includes expenditures related to Adult Protective Services for persons with a developmental disability.

Includes costs for children in foster or other substitute care who have a developmental disability. Persons whose primary reason for services or supports involve a physical or sensory disability not attributable to one or more of the conditions cited above are excluded from this target group, but may be included in the target group for physically and sensory disability if the services provided are focused on their disability or conditions resulting directly from their disability. Expenditures should be reported for adults (age 18 and over) and children (under age 18) separately.

### Mental Health

#### Family Member/Other of Mental Health Client

Expenditures related to persons with a mental illness who are served in programs directed at the intake and assessment; case management and supportive services; crisis and emergency detentions; prevention and early intervention; outpatient counseling and therapy (group, family, and individual); day treatment; Community Support Program (CSP; Comprehensive Community Services (CCS); medication; adult protective services; inpatient, residential, nursing home IMD, group home, and related settings for mental illness. Includes costs for children in foster or other substitute care who have a mental

illness. Expenditures should be reported for adults (age 18 and over) and children (under age 18) separately.

Alcohol and/or Other Drug Abuse  
Family Member/Other of AODA Client

Expenditures related to persons who are served in programs directed at reducing the personal and social effects of Alcohol and Other Drug Abuse (AODA) through prevention, intervention, assessment, and treatment as indicated in HFS 75, including the Intoxicated Driver Program. Includes expenditures related to Adult Protective Services for persons who are served in an AODA program. Includes costs for children in foster or other substitute care who have a chemical dependency or other alcohol or other drug abuse problem. Expenditures should be reported for adults (age 18 and over) and children (under age 18).

Physical or Sensory Disability  
Family Member/Other of P/SD Client

Expenditures related to persons under the age of 60, who are served in programs directed at the prevention, assessment, and/or treatment of a physical or sensory disability (and its effects) resulting from injury, disease, or congenital deficiency which significantly interferes with or limits one or more major life activities. Sensory disabilities include significant or complete impairment of vision or hearing. Includes, but is not limited to, persons whose disability is due to AIDS, cancer, spinal cord injury, polio, muscular dystrophy, multiple sclerosis, Parkinsons and Alzheimer's and other related dementia for persons under age 60. Includes expenditures related to Adult Protective Services for persons with a physical or sensory disability.

Includes costs for disabled children in foster or other substitute care who have a physical or sensory disability. Includes expenditures related to persons with a disability attributable to brain injury if the individual is receiving services under the COP-W. Expenditures should be reported for adults (age 18 and over) and children (under age 18) separately.

Elderly  
Family Member/Other of Elderly Client

Expenditures related to persons age 60 and over who are served in programs directed at prevention, assessment or services to improve physical or social functioning or to assist with activities of daily living; to preserve or restore the ability to live in a home like environment, or the ability to participate in community activities. Includes specialized transportation for persons over age 60 and all Older Americans Act services. Includes persons age 60 and over served because of Alzheimer's and other related dementia. Includes frail elderly and others age 60 and over who are being served for reasons other than alcohol and other drug abuse, developmental disabilities, or mental illness. For

example, a person served on a DD waiver would continue to be reported under the DD Target Group after age 60.

Delinquent and Status Offender  
Family Member/Other of Delinquent/Status Offender

Expenditures related to persons who are served in programs directed at the prevention or treatment of delinquency and/or the assessment or supervision of juveniles referred to court intake due to allegation or adjudication of delinquency, or who are alleged or adjudged to be in need of protection or services (JIPS) due to any of the following non-criminal behaviors: parental or guardian petition due to the inability to control the juvenile; habitual truancy from school; school dropout; habitual truancy from home; commission of a delinquent act by a juvenile under 10 years of age. Excludes AODA or mental health assessments or treatment by providers meeting standards in administrative rules for such services. For such purposes the costs for serving the delinquent or status offender are included under the AODA or Mental Health target group respectively. Costs for staff providing juvenile justice services are included here even if the children are included in other Target Groups (DD, MH, PD, AODA).

Children and Families, including Child Abuse and Neglect  
Family Members or Parent Substitutes of Children in this Group

Expenditures related to persons who are served in programs directed at the prevention of family breakup, family reunification, and improved family functioning, including the prevention, investigation/assessment, and treatment of child abuse and neglect (which includes the provision of out-of-home care and the achievement of permanence and the provision of public information on the subject of child abuse and neglect).<sup>\*</sup> Includes children in need of protection or services under s. 48.13, adoption services, and permanency planning for children who have been placed in out-of-home care, including family reunification and pre-adoptive homes. Includes services to unwed parents, homemaker services to improve home and financial management, services to improve the quality of in-home child care, services to obtain and pay for child care, and services to victims of domestic abuse. This also includes persons receiving services directed at ameliorating the effects of and preventing the recurrence of child abuse and neglect. This section does not include the costs for juveniles in need of protection or services (JIPS) included in the Delinquent and Status Offender Target Group, or children included in the DD, AODA, Mental Health or Physical Disabilities Target Groups. Costs for staff providing Children and Family services are included here even if the children are included in other Target Groups (DD, MH, PD, AODA).

- \* Child abuse includes physical, sexual, or emotional damage as defined by statute. Includes child abuse and neglect investigations/assessments, safety assessment and planning, and reports to the court. Parents, maltreaters, children, and collaterals (including reporters) may all be members of this target group if they otherwise meet the target group criteria.

Note: The definition for Children and Families is subject to change in the revised 942/943 instructions for CY 2004 and beyond. As part of the federal Child and Family Services Review and subsequent Program Enhancement Plan, the Division of Children and Family Services, county agencies, tribes, and other key stakeholders will define the scope of child protective services cases.

#### Income Maintenance

Expenditures related to Income Maintenance Administration including determining eligibility and benefits for Food Stamps, Medical Assistance and Badger Care.

#### Child Care Administration

Expenditures for your department related to child care administration provided through contract with DWD.

#### Energy Assistance

Expenditures related to administration, outreach and crisis services of the Energy Assistance Program.

#### General Relief/Interim Assistance

Expenditures related to administration and benefits for general relief and county interim assistance.

### **SOURCES OF REVENUE**

#### **County Revenue**

- County tax levy

Includes all county match and overmatch from county funds.

#### **State/Federal Revenue – Department of Health and Family Services (DHFS)**

- Medical Assistance Fee for Service

All MA fee for service payments, Community Service Deficit Reduction Benefit (CSDRB) funds, and MA reimbursement collected for clients by Mental Health Institutes

- Community Based MA Administrative Claiming (CBMAC)

All CBMAC payments

- Family Care (FC) Resource Center (RC) allocation

State and federal funds provided to FC RC pilot counties

- State General Relief (GR)

State GR reimbursement funds

- Basic County Allocation (BCA)

BCA included in the DHFS state/county contract

- DHFS state/county contract – all other

All other funds from DHFS provided through the annual DHFS state/county contract not identified above. Includes all other Community Aids (other than BCA) and other funds in the base contract, and funds provided as federal pass through, contract addenda and end of year adjustments.

**State/Federal Revenue – Other Departments/Agencies**

- Department of Workforce Development (DWD) state/county contract for Child Care Administration

All state and federal funds from DWD provided through the annual DWD state/county contract for Child Care Administration.

**For 2001 & 2002:** This line should include all state and federal funds from DWD for Income Maintenance (IM) as well as Child Care Administration because IM funding was included in the DWD contract at that time.

- Department of Corrections (DOC) state/county contract

All funds from DOC provided through the annual DOC/DJC state/county contract.

- Department of Administration (DOA) Contract for Energy Assistance

All funds provided through the Energy Assistance Contract with DOA

- Area Agency on Aging (AAA) contract

All state and federal funds provided through the annual AAA contract, including Title 3 and other funding included in the contract.

## **Other Revenue Sources**

- Grants

Includes Grants provided directly to the county (not through a state/county contract as identified above) from private foundations, federal government or other state agencies (i.e., DOJ, etc.)

- Revenue from Other Counties

If you operate a service and receive revenue from other Counties for services provided to residents of their county, include this revenue here.

- Other Third Party Collections

Includes Medicare and private insurance revenues. Also includes non-MA funds collected from third parties for clients by Mental Health Institutes. Does not include MA.

- Court Assessed Fees

Includes all fees collected as the result of court assessment, including Driver Program surcharges and Family Court Counseling fees if your Department provides custody and mediation services.

- Other Client Fees

All revenues received directly from clients or collection processes other than court assessed fees, including cost share received from waiver participants; parental payment for out-of-home care for children; SSI, SSDI, SSI-E and Social Security received from clients for payment of services; and payments received directly from private pay clients.

- Production Revenue

If you operate a program that generates revenue, include revenues generated from production.

- Other revenues

Includes incentive funds (i.e. benefit over-issuance, estate recovery, TPL identification), donor match paid to counties, contributions and any other revenue sources not reported above.